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## **COMMODITY DATABASE MAINTENANCE**

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**CAAD****Commodity Award Contract by Agency Detail**

```

ENTER FUNCTION: ..... TRANS: CAAD
COMMODITY AWARD CONTRACT BY AGENCY DETAIL
KEYS ARE AGENCY NUMBER, SUB-AGENCY NUMBER, COMMODITY NUMBER
AND CONTRACT NUMBER
SHIP TO AGENCY NO.: ..... :
SHIP TO SUB AGENCY.: ..... :
COMMODITY.....: ... .. :
SCROLL ACTION.....: .
CONTRACT#  LINE#      UOM          BRAND          MODEL          PRIME
VENDOR #      UNIT PRICE          DESCRIPTION          VEN
EXP DATE      MIN ORDER AMT
.....

```

**Purpose**

The purpose of the Commodity Award Contract by Agency Detail is to provide the user with the ability to inquire commodity items by ship to agency/ship to sub agency to view the contracts and their associated vendors and line numbers with brand/model information, expiration dates, and minimum order amounts, which have been awarded.

**Screen****Characteristics**

Inquire Awarded Contracts Table.

**Procedure****Cross-Reference**

Chapter 2 Commodity Database Maintenance;

15.1 Inquire Commodity Database Records.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Ship to Agency No	6	Unprotected. Key. Required. The agency number of the agency where the commodity would be delivered.
Agency Title	30	Protected. Inferred title of the agency from the AGCY table.
Ship to Sub Agency No	6	Unprotected. Key. Required. The sub agency number of the agency where the commodity would be delivered.
Agency Title	30	Protected. Inferred title of the sub-agency from the AADR table.
Commodity Number	11	Unprotected. Key. Required. Class, subclass, and item number that identify the good or service of interest.
Commodity Description	2x40	Protected. The first two lines from the Commodity Description table (CSPC).
Scroll Action	1	Unprotected. Optional. If left blank, will Default to 'T'. Valid entries are (U)p, (D)own, (T)op (first contract number in the database), (B)ottom (last contract number in the database), and (R)elative (request for specific contract number). If 'R', the first contract number field must be populated (upon inquiry, that contract number will be the first record displayed).
Contract Number	10	Unprotected. Key. The number of the contract that contains this commodity. If left blank the system will return with the contract number for the commodity number specified based on the scroll action of T, B, D above. If 'R', and that contract number is valid in the database, the specified contract information will be displayed.
Line Number	5	Protected. The number of the line of this contract that contains this commodity.
UOM	5	Protected. The implied unit of measure from the awarded contract line record.
Brand	20	Protected. Inferred brand data from the referenced KLIN Table record.
Model	20	Protected. Inferred model data from the referenced KLIN Table record.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Prime Vendor	1	Protected. The indicator from the Contract Header record (KONT) which tells if the contract is a "PRIME VENDOR CONTRACT" (Contract Distributor List (KVDL) is present). If a KVDL exists, a 'Y' will be displayed.
Vendor #	9/2	Protected. Inferred contract vendor number from the KONT Table header record.
Unit Price	7.5	Protected. Displays the confirmed unit price from the contract line.
Description	8x40	Protected. First eight lines of the commodity specification text record from KMOD if present, if not CSPC for this commodity number.
Exp Date	2/2/2	Protected. Inferred contract end (expiration) date from referenced contract number KONT Table header record.
Min Order Amt	9.2	Protected. Inferred contract minimum order amount from the KONT Table header record.

**CAGY****Commodity DPA Agency Table**

ENTER FUNCTION: .....		TRANS: CAGY		DATE:	
COMMODITY DPA AGENCY TABLE				TIME:	
KEY IS COMMODITY NUMBER, DPA AGENCY AND TYPE				TERM:	
COMMODITY NUMBER...: ... ..					
DESCRIPTION.....:					
DPA AGENCY	AGENCY NAME	TYPE	PURCHASE LIMIT	USERID LAST CHG	DATE LAST CHG
..... :		.	.....		
..... :		.	.....		
..... :		.	.....		
..... :		.	.....		
..... :		.	.....		
..... :		.	.....		
..... :		.	.....		
..... :		.	.....		
..... :		.	.....		
..... :		.	.....		
..... :		.	.....		
..... :		.	.....		
..... :		.	.....		

**Purpose**

The purpose of the Commodity DPA Agency Table is to provide the user the capability to create and maintain a Commodity DPA Agency Table record(s) for identifying those agencies that have delegated purchase authority for a specified commodity. Functions are add, change, delete, and inquire. Access is granted to those users with proper security.

**Screen****Characteristics**

Add, Change, Delete and Inquire Commodity DPA Agency Table.

**Procedure****Cross-Reference**

Chapter 2 Commodity Database Maintenance;

- 5.1 Add Commodity DPA Agency Table
- 5.2 Change Commodity DPA Agency Table
- 5.3 Delete Commodity DPA Agency Table
- 5.4 Inquire Commodity DPA Agency Table

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Commodity Number	11	Unprotected. Key. Required for add. Must be key to a valid/active record in the COMM table. If left blank on inquiry, the system will return with the first record in the database.
Description	2x40	Protected. Inferred first two lines of commodity description from CSPC.
DPA Agency	12x6	Unprotected. Required for add. Must be key to a valid/active record in the AGCY Table. If left blank on inquiry, system will display the first delegated purchase authority agency in the database for the specified commodity number.
Agency Title	12x35	Protected. Inferred agency name from the AGCY Table.
Type	12x1	Unprotected. User entered agency processing type. Allowable codes are;  D - DPA Limit R - Receiving Limit
Purchase Limit	12x9.2	Unprotected. Optional entry. Used to indicate the dollar amount limit for purchase of this commodity by the specified DPA agency.
USERID Last Change	12x8	Protected. USERID of the last user to change this record.
Date Last Chg	12x8	Protected. Date of the last change to this record.

**CAIN      Commodity Agency Inventory Table****Screen/Table disabled. Inventory Control Sub-system not in use.**

ENTER FUNCTION: .....		TRANS: CAIN		DATE:	
COMMODITY AGENCY INVENTORY TABLE				TIME:	
KEY IS COMMODITY NUMBER AND AGENCY				TERM:	
COMMODITY NUMBER...: ... ..					
DESCRIPTION.....:					
		USERID		DATE	
		LAST CHG		LAST CHG	
AGENCY	AGENCY NAME				
.....	:				
.....	:				
.....	:				
.....	:				
.....	:				
.....	:				
.....	:				
.....	:				
.....	:				
.....	:				
.....	:				
.....	:				
.....	:				

**Purpose**

The purpose of the Commodity Agency Inventory Table is to provide the user the capability to create and maintain a Commodity Agency Inventory Table record by identifying those agencies that are allowed to purchase inventory commodity items. Functions are add, delete, and inquire. Access is granted to those users with proper security.

**Screen****Characteristics**

Add, Delete and Inquire Commodity Agency Inventory Table.

**Procedure****Cross-Reference**

Chapter 2 Commodity Database Maintenance;

10.1 Add Commodity Agency Inventory Table.

10.2 Delete Commodity Agency Inventory Table.

10.3 Inquire Commodity Agency Inventory Table.



**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Commodity Number	11	Unprotected. Key. Required for add. Must be key to a valid/active record in the COMM table. If left blank on inquiry, the system will return with the first record in the database.
Description	2x40	Protected. Inferred first two lines of commodity description from CSPC.
Agency	12x6	Unprotected. Required for add. Must be key to a valid/active record in the AGCY Table. May be entered as a 3 or 6 character agency. If left blank on inquiry, system will display the first agency in the database for the specified commodity number.
Agency Name	12x35	Protected. Inferred agency name from the AGCY Table.
USERID Last Chg	12x8	Protected. USERID of the last user to change this record.
Date Last Chg	12x8	Protected. Date of the last change to this record.

# CASA

## Commodity Agency Set-Aside Table

[illegible]

## Purpose

The purpose of the Commodity Requisition Agency Set-Aside table is to provide the user with the capability of indicating set aside commodities at the class/sub-class level for each agency. Access is granted only to those users with the proper authority to maintain the record.

## Screen

## Characteristics

Add, Delete and Inquire Commodity Requisition Agency Set-Aside Table.

## Procedure

## Cross-Reference

## Chapter 2 Commodity Database Maintenance;

### 11.1 Add Commodity Agency Set-Aside Table.

### 11.2 Delete Commodity Agency Set-Aside Table.

### 11.3 Inquire Commodity Agency Set-Aside Table.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Agency Number	6	Unprotected. Key. Required for add, change, or delete. If left blank on an inquiry, the system will return the first agency number in the database. If input on inquiry, the system will return with information relating to the specified record.
Agency Name	30	Protected. Display of the Agency Name from the AGCY Table.
Set-Aside Code	2	Unprotected. Key. Required for add. Used to indicate the set aside code assigned to the entered commodities for a specific Agency. Must be a valid entry in BTAB Table 'BO'.
Set-Aside Title	30	Protected. Display of the Set Aside Code interpretation from BTAB Table 'BO'.
Classes/Subclasses	13x5	Unprotected. Key. Required for add. The commodity class and subclass that describe the commodities which are to be set-aside for the set-aside code input.
Description	40	Protected. Inferred from related CSPC record.

**CASI      Commodity by Agency Supplying Vendor**

```

ENTER FUNCTION:  .... TRANS:  CASI
                                     DATE:
COMMODITY BY AGENCY SUPPLYING VENDOR TABLE
KEY IS AGENCY, COMMODITY CLASS/SUB-CLASS AND VENDOR NUMBER  TIME:
                                                                TERM:

AGENCY.....: ..... :
CLASS/SUBCLASS.....: ... .. :

VENDOR / TELEPHONE      NAME / ADDRESS      CM  S  MW  E  #EMP  SUS/EXP
CERT FROM  CERT TO

.....
- - -
VEND STAT:

.....
- - -
VEND STAT:

```

**Purpose**

The purpose of the Commodity by Agency Supplying Vendor Table is to provide the agency user with the capability of inquiring their own bid lists by commodity. Access is granted only to those bid lists that the user has security access.

**Screen****Characteristics**

Inquire Commodity Agency Supplying Vendor Table.

**Procedure****Cross-Reference**

Chapter 2 Commodity Database Maintenance;

15.1 Inquire Commodity Database Records.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Agency	6	Unprotected. Key. If left blank, the system will return the first agency number in the database. If input, the system will return with information relating to the specified record.
Agency Name	35	Protected. Interpretation of Agency Name from the AGCY Table.
Class/Subclass	5	Unprotected. Key. The commodity class and sub-class that describe the commodities of interest. If left blank the system will return with first class/sub-class in the database.
Commodity Description	2x40	Protected. Inferred commodity description of the first two lines in the CSPC table for the class/sub-class input.
Vendor	11	Unprotected. Key. The number that identifies this vendor in the system. If left blank the system will return with the first three vendor numbers registered against this class/sub-class.
Telephone	14	Protected. The area code and telephone number for this vendor as found in the VEND table.
Name	30	Protected. The name of this vendor as interpreted from the VEND table.
CM (Certified Minority)	1	Protected. Reflects certified minority status of the vendor from the CSVN table.
S (Small Business Ind)	1	Protected. Reflects the type of business ownership from the VEND table.
M (Minority Ind) W (Woman Ownership)	2	Protected. Reflects the type of business ownership (Minority/Woman) from the VEND table.
E (Ethnicity)	1	Protected. Reflects the ethnicity code from the VEND table.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
# Emp	6	Protected. Reflects the number of employees from the VEND table.
Sus/Exp Date	2x8	Protected. Reflects the dates that the vendor was suspended and that his active status expired from the VEND Table, if applicable.
Address	2x25	Protected. The address of the vendor as interpreted from the VADR table (address type 2). If address type 2 is not found the system will substitute address type 1.
Cert From	8	Protected. Minority certification "from" date for certified minority status of the vendor from the CSVN Table.
Cert To	8	Protected. Minority certification "to" date for certified minority status of the vendor from the CSVN Table.
VEND Stat	1	Protected. This describes the current status of the vendor from the VEND table.

**CASV****Commodity Agency Supplying Vendor**

```
ENTER FUNCTION: ..... TRANS: CASV                                DATE:
COMMODITY AGENCY SUPPLYING VENDOR TABLE                        TIME:
KEY IS COMMODITY NUMBER, AGENCY AND VENDOR NUMBER                TERM:

CLASS/SUB-CLASS NBR: ... .. :
                           :
AGENCY.....: ..... :
VENDOR NUMBER.....: ..... ..
VENDOR NAME 1.....:
VENDOR NAME 2.....:
STATUS CODE.....:      :
STATUS CHANGE DATE.:      SETUP DATE.....:
USER ID LAST CHANGE:      DATE LAST CHANGED..:
```

**Purpose**

The purpose of the Supplying Agency Vendor Table is to provide the agency with the capability of adding a vendor as a supplying vendor for a commodity class/sub-class and for inquiring or deleting records. Access is granted only to those commodity records for which the user has security access.

**Screen****Characteristics**

Add, Delete and Inquire Commodity Agency Supplying Vendor Table.

**Procedure****Cross-Reference**

Chapter 2 Commodity Database Maintenance;

12.1 Add Commodity Agency Supplying Vendor Table.

12.2 Delete Commodity Agency Supplying Vendor Table.

12.3 Inquire Commodity Agency Supplying Vendor Table.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Class/Subclass Nbr	5	Unprotected. Key. Required for add. The commodity class and subclass that describes the commodity of interest. If left blank the system will return with the first class/sub-class record in the database. If input the system will return with the specified record.
Commodity Description	40x2	Protected. Inferred first two lines of the commodity description from the CSPC record for the input class/sub-class.
Agency	6	Unprotected. Required for add. The number of the agency responsible for maintaining the commodity agency supplying vendor record. Must be a valid entry in the AGCY table.
Agency Title	30	Protected. Inferred title of the agency from the AGCY table.
Vendor Number	11	Unprotected. Key. Required for add. If the function is add the vendor number must be a valid active entry in the VEND table. The number that identifies this vendor in the system.
Vendor Name 1	30	Protected. Inferred first line of the name of the vendor from the VEND table.
Vendor Name 2	30	Protected. Inferred second line of the name of the vendor from the VEND table. It is used for vendors with names in excess of thirty characters.
Status Code	1	Protected. Inferred Vendor Status from the VEND table.
Status Code Title	30	Protected. This is the interpretation of the status code from BTAB table VS (Vendor Status Code).
Status Change Date	8	Protected. This is the date that the last change was made to this status code. This is a system maintained field.
Setup Date	8	Protected. This is the date this supplying vendor record was established in the system.



**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
User ID Last Change	8	Protected. The user ID of the last user to change this record. This is a system maintained field.
Date Last Changed	8	Protected. The date of the last change for this record. This is a system maintained field.

**CATX****Commodity Agency Text Table**

ENTER FUNCTION: .....		TRANS: CATX	DATE:
COMMODITY AGENCY TEXT			TIME:
KEY IS CLASS/SUB-CLASS, AGENCY AND TEXT FROM AND TEXT TO			TERM:
CLASS/SUB-CLASS.....: ... .. :			
AGENCY.....: ..... :			
PRINT	TEXT FROM	TEXT TITLES	TEXT TO
.	.....		.....
.	.....		.....
.	.....		.....

**Purpose**

The purpose of the Commodity Agency Text table is to provide the user with the ability to link FROM/TO text to a class/sub-class. Security is based on the purchasing agency and access is granted only to those commodities for which the user has access.

**Screen****Characteristics**

Add, Delete and Inquire CATX Table.

**Procedure****Cross-Reference**

Chapter 2 Commodity Processing;

13 Add/Maintain Commodity Agency Text Records.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Comm. Class/Sub-Class	3/2	Unprotected. Key. Required. The class/sub-class of the commodity for which text ranges will be specified.
Description	2x40	Protected. The first two lines in the CSPC table for the class/sub-class.
Agency	6	Unprotected. Required for add. The number of the agency responsible for maintaining this commodity text record. Must be a valid entry in the AGCY table.
Agency Title	30	Protected. Inferred title of the agency from the AGCY table.
Print	1	Unprotected. If blank, defaults to "N". "Y" indicates text is to print on award document.
Text From	6	Unprotected. Key. Required. A text file reference specifying the starting point of the range. Referenced text will be printed on the solicitation as part of the Special Terms and Conditions.
Text Titles	52	Protected. An interpretation of 'TEXT FROM' and/or 'TEXT TO' references as recorded in TEXT files.
Text To	6	Unprotected. A text file reference specifying the ending point of the range. If left blank only the 'From' reference will be printed. Otherwise, the entire range will be printed as part of the Special Terms and Conditions.

**CAWA****Commodity Award Contract by Agency Table**

ENTER FUNCTION: ..... TRANS: CAWA

DATE:

COMMODITY AWARD CONTRACT BY AGENCY TABLE

TIME:

KEYS ARE AGENCY NUMBER, SUB AGENCY NUMBER, COMMODITY NUMBER  
AND CONTRACT NUMBER

TERM:

SHIP TO AGENCY NO.: ..... :

SHIP TO SUB AGENCY.: ..... :

COMMODITY.....: . . . . . :

SCROLL ACTION.....: .

CONTRACT#	LINE#	UOM/ UNIT PRICE	DESCRIPTION	PRIME VEN
.....				
.....				
.....				

**Purpose**

The purpose of the Commodity Award Contract by Agency Table is to provide the user with the ability to inquire commodity items by ship to agency/ship to sub agency to view the contracts, and their associated vendors and line numbers, which have been awarded.

**Screen****Characteristics**

Inquire Awarded Contracts Table.

**Procedure****Cross-Reference**

Chapter 2 Commodity Database Maintenance;

15.1 Inquire Commodity Database Records.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Ship to Agency No	6	Unprotected. Required. The agency number of the delivery agency of the contract.
Agency Title	30	Protected. Inferred title of the agency from the AGCY table.
Ship to Sub Agency No	6	Unprotected. Required. The sub agency number of the delivery agency of the contract.
Agency Title	30	Protected. Inferred title of the sub-agency from the AGCY table.
Commodity Number	11	Unprotected. Required. Class, subclass, and item number that identify the good or service of interest.
Commodity Description	2x40	Protected. The first two lines from the Commodity Description table (CSPC).
Scroll Action	1	Unprotected. Optional. If left blank, will Default to 'T'. Valid entries are (U)p, (D)own, (T)op, (B)ottom, and (R)elative.
Contract Number	10	Unprotected. The number of the contract that contains this commodity. If left blank the system will return with the first contract number for the commodity number specified.
Line Number	5	Protected. The number of the line of this contract that contains this commodity.
UM	5	Protected. The implied unit of measure from the awarded contract line record.
Unit Price	7.5	Protected. Displays the confirmed unit price from the contract line.
Description	2X40	Protected. First two lines of the commodity specification text record from KMOD if present, if not CSPC for this commodity number.
Prime Vendor	1	Protected. The indicator from the Contract Header record (KONT) which tells if the contract is a "PRIME VENDOR CONTRACT".

**CAWD**

### Awarded Contracts Table #1

```

ENTER FUNCTION: ..... TRANS: CAWD                                     DATE:
AWARDED CONTRACTS TABLE #1                                           TIME:
KEY IS COMMODITY NO AND CONTRACT NO                                   TERM:

COMMODITY: ... .. :

CONTRACT #    VENDOR #      PRIME   LINE#     UM   CONTRACT  ---KONT---  ---KL12---
EXPIR DT      VENDOR          STAT    ORD    STAT    ORD

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

```

## Purpose

The purpose of the Awarded Contracts Table #1 is to provide the user with the ability to inquire commodity items to view the contracts, and their associated vendors and line numbers, which have been awarded.

## Screen

## Characteristics

Inquire Awarded Contracts Table.

## Procedure

## Cross-Reference

Chapter 2 Commodity Database Maintenance;

### 15.1 Inquire Commodity Database Records.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Commodity Number	11	Unprotected. Key. Class, subclass, and item number that identify the good or service of interest. If left blank the system will return with the first commodity number in the database.
Commodity Description	40	Protected. Inferred first line of the commodity description from the commodity specification table (CSPC).
Contract Number	10	Unprotected. Key. The number of the contract that contains this commodity. If left blank the system will return with the first contract number for the commodity number specified.
Vendor Number	11	Protected. Key. The vendor of choice for the commodity number/contract combination. The number that identifies this vendor in the system.
Prime Vendor	1	Protected. The indicator from the Contract Header record (KONT) which tells if the contract is a "PRIME VENDOR CONTRACT".
Line Number	5	Protected. Key. The number of the line of this contract that contains this commodity.
UM	5	Protected. The implied unit of measure from the awarded contract line record.
Contract Expir Dt	8	Protected. The implied contract expiration date from KONT Contract End Date (Awarded or Revised if present).
KONT Stat	3	Protected. The implied contract status from the Contract Header record (KONT).
KONT Order	1	Protected. The implied contract ordering status from the Contract Header record (KONT).
KLI2 Stat	3	Protected. The implied contract line status from the Contract Line Table record (KLIN).

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
KLI2 Order	1	Protected. The implied contract line ordering status from the Contract Line Table record (KLI2).



**CAW2****Awarded Contracts Table #2**

```
ENTER FUNCTION: ..... TRANS: CAW2                                DATE:
AWARDED CONTRACT TABLE #2                                       TIME:
KEY IS COMMODITY NUMBER, CONTRACT NUMBER, AND LINE NUMBER       TERM:

COMMODITY NUMBER...: ... ..
DESCRIPTION.....:
CONTRACT NUMBER...: .....
CONTRACT TITLE 1...:
CONTRACT TITLE 2...:
VENDOR NUMBER.....:
VENDOR NAME 1.....:
VENDOR NAME 2.....:
LINE ITEM NUMBER...: .....
AGENCY NUMBER.....:      :
SUB-AGENCY NUMBER...:      :
AWARD DATE.....:          T-NUMBER.....:
EFFECTIVE DATE.....:      TERMINATION DATE...:
UNIT OF MEASURE.....:
UNIT PRICE.....:          % DISCOUNT.....:
PRIME VENDOR.....:
```

**Purpose**

The purpose of the Awarded Contracts Table #2 is to provide the user with the ability to make detail inquiries of awards made for a specific commodity number under a specific contract.

**Screen****Characteristics**

Inquire Awarded Contracts Table.

**Procedure****Cross-Reference**

Chapter 2 Commodity Database Maintenance;

15.1 Inquire Commodity Database Records.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Commodity Number	11	Unprotected. Key. The class, subclass, and item number that identifies the good or service of interest. If left blank the system will return with the first commodity number in the database.
Description	40	Protected. Inferred first line of the commodity specification table entry for this commodity number.
Contract Number	10	Unprotected. Key. If left blank the system will return with the first contract number in the database. If input the system will return with the contract number specified if that number is a valid entry in the KONT Table.
Contract Title 1	40	Protected. Inferred first line of the contract title for the specified contract as found in the KONT table.
Contract Title 2	40	Protected. Inferred second line of the contract title as found in the KONT Table.
Vendor Number	11	Protected. The number that identifies this vendor in the system. The vendor of record for the commodity number on the specified Contract.
Vendor Name 1	30	Protected. Inferred first line of the name of the vendor as found on the VEND table.
Vendor Name 2	30	Protected. Inferred is the second line of the name of the vendor, if used, on the VEND table. It is used for vendors with names in excess of thirty characters.
Line Item Number	5	Unprotected. Key. The number of the contract line on which this commodity was awarded to this vendor.
Agency Number	6	Protected. The agency number of the delivery agency of the contract.
Agency Title	30	Protected. Inferred title of the agency from the AGCY table.
Sub-Agency Number	6	Protected. The sub-agency number of the contract sub-agency.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Award Date	8	Protected. The date on which this contract line was awarded to this vendor. Taken from the KONT record.
T-Number	5	Protected. The T-Number associated with this contract award. Taken from the KONT record.
Effective Date	8	Protected. The 'Begin Contract Date' from the KONT record.
Termination Date	8	Protected. The 'End Contract Date' from the KONT record.
Unit of Measure	5	Protected. The unit of measure for the commodity awarded to this vendor for the contract specified.
Unit Price	7.5	Protected. The unit price as specified on the contract.
% Discount	3.2	Protected. The percent discount specified on the contract for this commodity.
Prime Vendor	1	Protected. The indicator from the Contract Header record (KONT) which tells if the contract is a "PRIME VENDOR CONTRACT".

**CDES****Commodities by Description Table #1**

ENTER FUNCTION: ..... TRANS: CDES

COMMODITIES BY DESCRIPTION TABLE  
KEY IS DESCRIPTION AND COMMODITY NUMBER

DESCRIPTION	CLASS	SUB	ITEM
.....	...	..	.....
.....	...	..	.....
.....	...	..	.....
.....	...	..	.....
.....	...	..	.....
.....	...	..	.....
.....	...	..	.....
.....	...	..	.....
.....	...	..	.....
.....	...	..	.....
.....	...	..	.....
.....	...	..	.....
.....	...	..	.....
.....	...	..	.....
.....	...	..	.....

**Purpose**

The purpose of the Commodities By Description Table is to provide the user with the capability for inquiry of a commodity number by the first line of the description/specification for the number. Leafing is provided to the COM2 table record for this screen.

**Screen****Characteristics**

Inquire Commodity Header Table.

**Procedure****Cross-Reference**

Chapter 2 Commodity Database Maintenance;

15.1 Inquire Commodity Database Records.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Description	40	Unprotected. Key. If left blank the system will return with the first description line in the commodity database. If input the system will return with the commodity description specified.
Class	3	Unprotected. Key. If blank the system will return with the first class designation for the description specified.
Sub-class	2	Unprotected. Key. If left blank the system will return with the first sub-class record for the class and description specified.
Item	6	Unprotected. Key. If left blank the system will return with the first item number for the class, sub-class, and description specified.

## CGEI Vendors by GEO Bid Code Table

[illegible]

## Purpose

The purpose of the Vendors by Geo Bid Code Table is to provide the user with the capability to inquire geographic bid codes by vendor number within commodity number and Geo Bid Code.

## Screen

## Characteristics

Inquire GEO Bid Codes by Vendor Number table.

## Procedure

## Cross-Reference

Chapter 2 Commodity Database Maintenance;

### 15.1 Inquire Commodity Database Records.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Class/Sub-class	5	Unprotected. Key. If left blank the system will return with the first class/sub-class record in the commodity database. If input the system will return with the record specified.
Title	40	Protected. Inferred first line of the commodity specification for the class/sub-class from the CSPC record.
Geo Bid Code	3	Unprotected. Key. If left blank the system will return with the first geographic bid code for the commodity number specified.
Geo Bid Code Title	30	Protected. Inferred interpretation of the geographic bid code from BTAB Table GC (Geo Bid Code).
Vendor Number	11	Unprotected. Key. If left blank the system will return with the first vendor number for the specified commodity number and geographic bid code.
Vendor Name	30	Protected. Inferred first line of the vendor name from the VEND Table.

## CGEO

## GEO Bid Codes By Vendor Number

```

ENTER FUNCTION:      .....  TRANS:   CGEO
                                                                    DATE:
GEO BID CODES BY VENDOR TABLE                                     TIME:
KEY IS CLASS/SUBCLASS, VENDOR NUMBER AND GEO BID CODE           TERM:

CLASS/SUBCLASS.....:   ..  ..                                :
VENDOR NUMBER.....:   ..... ..                                :
VEND STAT.....:           SPO BID...:

GEO BID CODE              AREA/REGION NAME

...
...
...
...
...
...
...
...
...
...
...

```

## Purpose

The purpose of the Geo Bid Codes by Vendor Number is to provide the user with the capability to add, delete and inquire geographic bid codes for an input commodity class/sub-class and vendor number. Access is limited to those records for which the user has security access.

## Screen

## Characteristics

Add, Delete and Inquire GEO Bid Codes by Vendor Number table.

## Procedure

## Cross-Reference

Chapter 2 Commodity Database Maintenance;

- 9.1 Add GEO Bid Codes by Vendor Number  
9.2 Delete GEO Bid Codes by Vendor Number  
9.3 Inquire GEO Bid Codes by Vendor Number



**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Class/Sub-Class	5	Unprotected. Key. If left blank the system will return with the first class/sub-class record in the database. If input the system will return with the record specified by the user.
Commodity Title	30	Protected. Inferred first line of the commodity specification for this commodity number from the CSPC table.
Vendor Number	11	Unprotected. Key. If left blank the system will return with the first vendor number in the database for the commodity specified.
Vendor Name	35	Protected. Inferred first line of the vendor name from the VEND Table.
Vend Stat	1	Protected. Displays the vendor status from the VEND table.
SPO Bid	1	Protected. State Purchasing Bid Status indicating whether or not a vendor will be included on State Purchasing bid lists. Calculated based on Vendor Status, CSVN Status and Fee Paid Indicator from the VEND Table.
Geo Bid Code	3	Unprotected. Key. If left blank the system will return with the first geographic bid code in the database for that record. Must be a valid entry in the BTAB Table GC (Geo Bid Code).
Area/Region Name	30	Protected. Inferred interpretation of the geographic bid code from BTAB Table GC (Geo Bid Code).

```

ENTER FUNCTION:      ..... TRANS: CGSA
                                         DATE:
VENDORS BY BID CODE TABLE              TIME:
KEY IS SET ASIDE, CLASS/SUBCLASS, GEO BID CODE, VENDOR NUMBER TERM:

SET ASIDE CODE.....: ..             :
CLASS/SUBCLASS.....: ... ..         :
GEO BID CODE.....: ...               :

VENDOR NUMBER          VENDOR NAME 1           VEND STAT       SPO BID
..... ..
..... ..
..... ..
..... ..
..... ..
..... ..
..... ..
..... ..
..... ..
..... ..

```

The purpose of the Vendors by Set Aside Code, Commodity Code, Geo Bid Code, and Vendor Number Table is to provide the user with a listing of vendors meeting specified set aside criteria for a Commodity Code within a Geographical Region. Access is limited to those records for which the user has security access.

Inquire Vendors by Set Aside, Commodity Code, and GEO Bid Code.

## Chapter 2 Commodity Database Maintenance;

### 15.1 Inquire Commodity Database Records.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Set Aside Code	2	Unprotected. Key. Required. Used to indicate that only the vendors meeting the set aside criteria should be selected.
Set Aside Code Title	30	Protected. Interpretation of the set aside code from BTAB Table SA (Set Aside Type).
Class/Sub-class	5	Unprotected. Key. If left blank the system will return with the first class/sub-class record in the commodity database. If input the system will return with the record specified.
Title	40	Protected. Inferred first line of the commodity specification for the class/sub-class from the CSPC record.
Geo Bid Code	3	Unprotected. Key. If left blank the system will return with the first geographic bid code for the commodity number specified.
Geo Bid Code Title	30	Protected. Inferred interpretation of the geographic bid code from BTAB Table GC (Geo Bid Code).
Vendor Number	12x11	Unprotected. Key. If left blank the system will return with the first vendor number meeting the set aside criteria for the specified commodity number and geographic bid code.
Vendor Name	12x30	Protected. Inferred first line of the vendor name from the VEND Table.
Vend Stat	1	Protected. Inferred Vendor Status from the VEND table.
SPO Bid	1	Protected. State Purchasing Bid Status indicating whether or not a vendor will be included on State Purchasing bid lists. Calculated based on Vendor Status, CSVN Status and Fee Paid Indicator from the VEND Table.

ENTER FUNCTION: ..... TRANS: CITM

[illegible]

The purpose of the Commodities by Item Number Table is to provide the user with the capability to inquire commodity numbers by the item number portion of the commodity number.

### Inquire Commodity Header Table.

Chapter 2 Commodity Database Maintenance;

**COMM04.DOC COMM 4-36**

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Item	6	Unprotected. Key. If left blank the system will return with the first Item number in the database. If input the system will return with the record specified.
Class	3	Protected. The class designation of the item number specified.
Sub-Class	2	Protected. The sub-class designation of the item number specified.
Item	6	Protected. The Item number of the commodity number that has been displayed by the system so that the user can verify that the selection is correct.
Description	40	Protected. Inferred first line of the commodity number specification from the CSPC table.

[illegible]

The purpose of the Commodity Keyword by Commodity Number Table is to provide the user with the capability to inquire the commodity database by a set of user-assigned keywords. The CKWD table allows the user to add, delete or inquire keyword records in the commodity database. Once the desired record is obtained the user can then leaf to the commodity header record for further detail. Security is based on commodity maintaining agency and the user must have the proper access.

**Characteristics** Add, Delete and Inquire Commodity Keyword by Commodity Number Table.

**Cross-Reference** Chapter 2 Commodity Database Maintenance;

- 3.1 Add Commodity Keyword by Commodity Number Table  
3.2 Delete Commodity Keyword by Commodity Number Table  
3.3 Inquire Commodity Keyword by Commodity Number Table

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Commodity Number	11	Unprotected. Key. Required for add. If left blank on inquiry the system will return the first commodity number in the database. If the commodity number is input on inquiry the system will return with the commodity number specified.
Commodity Description	2x40	Protected. Inferred first two (2) lines of the CSPC record.
Keyword	40	Unprotected. Key. Required for add. If the keyword is left blank on inquiry for a commodity the system will return with the first keyword for that commodity.

**CKWI****Commodity by Keyword Table**

ENTER FUNCTION: ..... TRANS: CKWI

COMMODITIES BY KEYWORD TABLE  
KEY IS KEYWORD AND COMMODITY NUMBER

KEYWORD	CLASS	SUB	ITEM
.....	...	..	.....
.....	...	..	.....
.....	...	..	.....
.....	...	..	.....
.....	...	..	.....
.....	...	..	.....
.....	...	..	.....
.....	...	..	.....
.....	...	..	.....
.....	...	..	.....
.....	...	..	.....
.....	...	..	.....
.....	...	..	.....
.....	...	..	.....
.....	...	..	.....

**Purpose**

The purpose of the Commodities by Keyword Table is to provide the user with the capability to inquire commodity numbers by their keyword. Once the user decides that further detail is required, the user can leaf to the COM2 table for the selected commodity number. Security is at the maintaining agency level and the user must have security access to view the record.

**Screen****Characteristics**

Inquire Commodity Keyword by Commodity Number Table.

**Procedure****Cross-Reference**

Chapter 2 Commodity Database Maintenance;

15.1 Inquire Commodity Database Records.



**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Keyword	40	Unprotected. Key. If left blank the system will return with the first keyword in the table. If input the system will return with the keyword specified.
Class/Sub/Item	3/2/6	Protected. The class, sub-class and item number of the keyword.

**COBI      Commodity Object Inquiry Table**

ENTER FUNCTION:                      TRANS:   COBI		DATE :
COMMODITY OBJECT INQUIRY TABLE		TIME :
KEY IS COMMODITY NUMBER AND OBJECT CODE		TERM :
COMMODITY NUMBER...:    . . .    .		
DESCRIPTION.....:		
OBJECT	OBJECT TITLE	USERID                      DATE
		LAST CHG    LAST CHG
....		
....		
....		
....		
....		
....		
....		
....		
....		
....		
....		
....		
....		

**Purpose**

The purpose of the Commodity Object Inquiry Table is to provide the user the capability to inquire a Commodity Object Table record for identifying those object numbers that may be used for purchase of a specified commodity. Function is inquire only. Access is granted to those users with proper security.

**Screen****Characteristics**

Inquire Commodity Object Table.

**Procedure****Cross-Reference**

Chapter 2 Commodity Database Maintenance;

15.1 Inquire Commodity Database Records.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Commodity Number	5	Unprotected. Key. This is used to enter the commodity class and sub-class. If left blank on inquiry, the system will return with the first class/sub-class record in the database.
Description	2x40	Protected. Inferred first two lines of commodity description from CSPC for the specified class/sub-class.
Object	12x4	Unprotected. Entry must be a valid code in BTAB Table OJ (Object Code). If left blank on inquiry, system will display the first object code in the database for the specified commodity number.
Object Title	12x30	Protected. Display of the inferred object code title from BTAB Table OJ.
USERID Last Chg	12x8	Protected. USERID of the last user to change this record.
Date Last Chg	12x8	Protected. Date of the last change to this record.

<b>Purpose</b>	The purpose of the Commodity Object Table is to provide the user the capability to create and maintain a Commodity Object Table record for identifying those object numbers that may be used for purchase of a specified commodity. Functions are ADD, DELETE, and INQUIRE. Access is granted to those users with proper security.
----------------	--

**Characteristics** Add, Delete and Inquire Commodity Object Table.

**Cross-Reference** Chapter 2 Commodity Database Maintenance;

- 6.1 Add Commodity Object Table  
6.2 Delete Commodity Object Table  
6.3 Inquire Commodity Object Table

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Object	4	Unprotected. Key. Required for ADD. Entry must be a valid code in BTAB Table OJ (Object Code). If left blank on inquiry, system will display the first object code in the database for the specified commodity number.
Object Title	30	Protected. Display of the inferred object code title from BTAB Table OJ.
Commodity Number	14x5	Unprotected. Key. Required for ADD. If left blank on inquiry, the system will return with the first class/sub-class record in the database. Entry must be a valid commodity class/sub-class in the COMM Table.
Description	14x40	Protected. Inferred first two lines of commodity description from CSPC.
USERID Last Chg	14x8	Protected. USERID of the last user to change this record.
Date Last Chg	14x8	Protected. Date of the last change to this record.

```
ENTER FUNCTION: ..... TRANS: COMC

COMMODITY CREATION TABLE
KEY IS COMMODITY NUM (CLASS/SUB), COMM TYPE, BUYER CODE

COMMODITY CLASS ...:
COMMODITY SUBCLASS.:
COMMODITY TYPE.....:
BUYER CODE.....:
HOW MANY NEW ITEM NUMBERS...:

COMM NUMBERS WILL BE CREATED IN THE NEXT NIGHTLY PROCESS (LIMIT 3000)
```

**COMC****Commodity Creation Table****Purpose**

The purpose of the Commodity Creation Table is to provide the user with the ability to add multiple commodity records for a specific Class, Sub-Class to the Commodity database by a batch process. The user enters the commodity information and the number of records requested and the request is processed during the nightly cycle. Security is based on the maintaining agency and the user must have commodity update authorization to add, change or delete records on COMC.

**Screen****Characteristics**

Add, Delete and Inquire Commodity Creation Table.

**Procedure****Cross-Reference**

Chapter 2 Commodity Database Maintenance;

14.1 Add Commodity Creation Record

14.2 Change Commodity Creation Record

- 14.3 Delete Commodity Creation Record
- 14.4 Inquire Commodity Creation Record

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Commodity Class	3	Unprotected. Key. Required for add and must be key to a valid/active record in the COMM table. If left blank on inquiry, the system will return with the first record in the database.
Commodity Subclass	2	Unprotected. Key. Required for add and must be key to a valid/active record in the COMM table.
Commodity Type	2	Unprotected. Key. Required for add, must be a valid entry in BTAB Table CT (Commodity Type).
Buyer Code	3	Unprotected. Key. Required for add, combined with maintaining agency (107001) must be key to a valid and active agency buyer record in the ABUY Table.
How Many New Item Numbers?	4	Unprotected. Required for add. Enter number of desired commodity records to be created. The total number of COMC requested commodities for any one nightly cycle cannot exceed 3000.



**COMM****Commodity Header Table #1**

ENTER FUNCTION: ..... TRANS: COMM

COMMODITY HEADER TABLE #1

KEY IS COMMODITY NUMBER (CLASS, SUB, ITEM)

CLASS	SUB	ITEM	STATUS	BUYER	DESCRIPTION
...	..	.....			
...	..	.....			
...	..	.....			
...	..	.....			
...	..	.....			
...	..	.....			
...	..	.....			
...	..	.....			
...	..	.....			
...	..	.....			
...	..	.....			
...	..	.....			
...	..	.....			
...	..	.....			

**Purpose**

The purpose of the Commodity Header Table #1 is to provide the user with the capability of inquiring commodity numbers. The Table also provides the user with the status of the commodity, the buyer assigned that commodity and the first line of the commodity description. The table allows the user to leaf to the COM2 table if further detail is required.

**Screen****Characteristics**

Inquire Commodity Header Table.

**Procedure****Cross-Reference**

Chapter 2 Commodity Database Maintenance;

15.1 Inquire Commodity Database Records.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Class	3	Unprotected. Key. The commodity class to which the item of interest belongs. If the function is inquire and the class is blank the system will return with the first record in the commodity database.
Sub	2	Unprotected. Key. The commodity subclass to which the item of interest belongs. If the function is inquire and the class is valid and the sub-class is blank the system will return with the first sub-class for the class specified.
Item	6	Unprotected. Key. The item number that completely identifies the good or service of interest. If the function is Inquire and the class and sub-class are valid and the item number is blank the system will return with the item number for that class/sub-class.
Status	1	Protected. This code describes the current status of this commodity number (class/sub/item).
Buyer	3	Protected. This code describes the buyer assigned to this commodity code. Comes from the COMM table.
Description	40	Protected. This is the first line of the CSPC record for this commodity number.

**COM2 Commodity Header Table #2**

ENTER FUNCTION: .....		TRANS:		DATE:	
COMMODITY HEADER TABLE #2				TIME:	
KEY IS COMMODITY NUMBER				TERM:	
COMMODITY NUMBER....:	... ..	ADDING ITEM (Y OR N)? .			
DESCRIPTION.....:					
	:				
STATUS CODE.....:	.	:			
STATUS CHANGE DATE.:		STATUS CHANGE ID:			
COMMODITY TYPE.....:	..	:			
BUYER CODE.....:	...	:			
BUYER PHONE.....:	-	-	-		
MAINTAINING AGENCY.:	.....	:			
INSPECTION TYPE.....:	..	:			
FROM TEXT REFERENCE:	.....	STATE USE ITEM.....:	.	AGENCY/COMM DPA:	.
TO TEXT REFERENCE..:	.....	PRISON ENT IND.....:	.	DPA AMT:	.....
SETUP DATE.....:		MOVABLE PROPERTY...:	.	CRO AMT:	.....
OTIS APPROVAL.....:	.	RECYCLE IND.....:	.	ON-HAND:	
INVENTORY ITEM.....:	.	PRODUCT #:	.....	PAY APR REQ:	.
OBJECT CONTROL.....:	.	SPEC HANDLING ITEM.:	.	APR AMT:	.....
NO OF VENDORS.....:		NO OF QUAL VENDORS.:		SPEC TYPE:	
APPROVAL CATEGORY..:	.....	USERID LST CHG:		DATE LST CHG:	

**Purpose**

The purpose of the Commodity Header Table #2 is to provide the user with the capability to add, change, delete and inquire the commodity header table. The security for this table is based on the maintaining agency and the user must have security access to change data found here.

**Screen****Characteristics**

Add, Change, Delete and Inquire Commodity Header Table.

**Procedure****Cross-Reference**

Chapter 2 Commodity Database Maintenance;

- 1.1 Add Commodity Header Table
- 1.2 Establish DPA Dollar Threshold
- 1.3 Establish CRO Dollar Threshold
- 1.4 Establish Approval Dollar Threshold
- 1.5 Establish State Use Commodity

- 1.6 Establish Prison Enterprise Commodity
- 1.7 Establish Inventory Item Commodity
- 1.8 Establish Movable Property Commodity
- 1.9 Establish Recycle Item Commodity
- 1.10 Change Commodity Header Table
- 1.11 Delete Commodity Header Table
- 1.12 Inquire Commodity Header Table

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Commodity Number	11	Unprotected. Key. If the function is an add, the user must input the class and the sub-class and the system will assign the item number.
Adding Item	1	Unprotected. Required for add. This indicator must be set to 'Y' if a new commodity number is being added to the system, otherwise it must be set to 'N'.
Description	2x40	Protected. Inferred first two lines of the CSPC description for the commodity number. If the function is an add the Description will be the description of the specification type senior to the one being added until the CSPC record can be built.
Status Code	1	Unprotected. Required for add. This code describes the current status of this commodity number. Must be a valid entry in BTAB Table CS (Commodity Status Code). Must be '0' for initial add of commodity class, sub-class, or item.
Status Title	30	Protected. Inferred interpretation of the status code from BTAB Table CS (Commodity Status Code).
Status Change Date	8	Protected. This is the date on which the status code was last changed. This is a system maintained field.
Status Code Change ID	4	Protected. ID of person making last change to this record.
Commodity Type	2	Unprotected. Required for add. This code describes the type of good or service represented by this commodity number. Must be a valid entry in BTAB Table CT (Commodity Type Code).
Commodity Type Title	30	Protected. Inferred interpretation of the commodity type from BTAB Table CT (Commodity Type Code).
Buyer Code	3	Unprotected. Required for add. This code describes the buyer assigned to this commodity code. Must be a valid entry in the ABUY table.
Buyer Name	30	Protected. Inferred name of the buyer from the ABUY Table.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Buyer Phone	14	Protected. This is the complete phone number of the buyer assigned to this commodity number from the ABUY table.
Maintaining Agency	6	Unprotected. Required for add. The number of the agency responsible for maintaining this commodity record. Must be a valid entry in the AGCY table.
Maintaining Agy Title	30	Protected. Inferred title of the maintaining agency from the AGCY table.
Inspection Type	2	Unprotected. Optional entry. Used to indicate if a commodity may require inspection. If input this code must be a valid entry in BTAB Table IT (Inspection Type).
Inspection Type Title	30	Protected. Inferred interpretation of the inspection code from BTAB Table IT.
From Text Reference	6	Unprotected. Optional entry. If input this must be a valid entry in the TEXT database. Describes the starting reference point from the text file to be used as specifications text in the solicitation process.
State Use Item	1	Unprotected. Optional entry. This indicator describes whether this item is available from a sheltered workshop. Valid entries are 'Y' and 'N'.
Prison Ent. Item	1	Unprotected. Optional entry. This indicator describes whether this item or service is available from Prison Enterprises. Valid entries are 'Y' and 'N'.
To Text Reference	6	Unprotected. Optional entry. If this field is input the from text reference must be populated. The to text reference must be valid in the TEXT database. Describes the ending reference point from the text file to be used as specifications text in the solicitation process. All text references between the 'From' and 'To' points will be selected for printing on the solicitation.
Moveable Property	1	Unprotected. Optional entry. This indicator describes whether this item is considered moveable property (fixed asset). Valid entries are 'Y' and 'N'.
DPA Amt	9.2	Unprotected. Used to indicate dollar limit at which a DPA approval will be generated. Required if Agency/Comm DPA indicator is 'C'.
Setup Date	8	Protected. The date this commodity record was entered into the system. Maintained by the system.
Agency/Comm DPA	1	Unprotected. Optional entry. This indicator is used to indicate which type(s) of DPA approvals will be built. Valid entries are 'A', 'C', and 'N'. A - Use agency DPA limits. C - Use commodity DPA limits.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
		N - No DPA limits; bypass all DPA approvals.
CRO Amt	9.2	Unprotected. Used to indicate dollar limit at which a CRO approval will be generated.
OTIS Approval	1	Unprotected. Optional entry. This indicator describes whether this item needs OTIS approval. Valid entries are 'Y' and 'N'. (N/A)
Recycle Ind	1	Unprotected. Optional entry. This indicator describes whether this item is a recycled item. Valid entries are 'Y' and 'N'.
On-Hand	6.3	Protected. Display of the on-hand balance for this commodity from the Consumable Inventory Center system. (N/A)
Inventory Item	1	Protected. This indicator describes whether this item is stocked in an agency warehouse. Valid entries are 'Y' and 'N'.
Product #	15	Unprotected. Used to indicate the product number used to control the item within the inventory center. (N/A)
Pay Apr Req	1	Unprotected. Optional entry. If blank on Add, will default to N. Used to indicate if an approval will be required for the payment process. Allowed entries are Y and N.
Object Control	1	Unprotected. Optional entry. Used to indicate control of the commodity by object code. 'R' is restrictive and the object code used for purchase must be in this commodity's COBJ Table record. 'P' is permissive and will permit purchase under any valid object code.
Spec Handling Item	1	Unprotected. Optional entry. This indicator describes whether this item requires any special handling. Valid entries are 'Y' and 'N'.
Apr (Approval) Amt	9.2	Unprotected. Optional entry. This is used to establish a dollar threshold for purchase of this commodity. Purchases exceeding this limit may result in the build of an approval record in the PAPV Table for that transaction.
No of Vendors	5	Protected. This is the number of supplying vendors that are registered to provide this item. Maintained by the system.
No of Qual Vendors	5	Protected. This is the number of qualified supplying vendors that are registered to provide this item. Maintained by the system.
Spec Type	1	Protected. This signifies the CSPC specification type for this entry. Maintained by the system.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Approval Category	6	Unprotected. Optional entry. Designates the approval category for which an approval may be built for purchase of this commodity. If populated, this field will cause the system to generate an approval record for this commodity item each time it is requested on a requisition or order. Entry must be valid code in BTAB Table CG (Approval Category).
UserID Lst Chg	8	Protected. This is the user ID of the last user to change this record. This is a system maintained field.
Date Lst Chg	8	Protected. This is the date of the last change for this record. It corresponds with the User ID Last Change. This is a system maintained field.



**COM3****Commodity Header Table #3**

ENTER FUNCTION: .....		TRANS: COM3	DATE:
COMMODITY HEADER TABLE #3			TIME:
KEY IS COMMODITY NUMBER			TERM:
COMMODITY NUMBER...: ... ..			
DESCRIPTION.....:			
:			
DATE LAST PURCHASED:		LAST UNIT PRICE.....:	
MOST RECENT VENDOR.:		LAST QUANTITY.....:	
PREVIOUS VENDOR....:		LAST UNIT OF MEASURE.:	
LAST AWARD NUMBER..:		LAST AWARD LINE NO...:	
MOST RECENT AGENCY.:		:	
DATE 1ST PURCHASED.:		FYTD NO OF AWARDS...:	
CUM NO OF PURCHASES:		PRIOR FY NO OF AWDS.:	
JAN:	JUL:		MTD.:
FEB:	AUG:		QTD.:
MAR:	SEP:		YTD.:
APR:	OCT:		FYTD:
MAY:	NOV:	FYTD DELEG AWD:	
JUN:	DEC:		

**Purpose**

The purpose of the Commodity Header Table #3 is to provide the user with the capability to inquire a specific Commodity Number concerning the most recent purchasing history and provides summary data of purchases made for the past year to date.

**Screen****Characteristics**

Inquire Commodity Header Table.

**Procedure****Cross-Reference**

Chapter 2 Commodity Database Maintenance;

15.1 Inquire Commodity Database Records.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Commodity Number	11	Unprotected. Key. The full commodity number consists of the class, subclass, and item number. If left blank the system will return with the first commodity number in the database. If input the system will return with the information for the commodity number specified.
Description	2x40	Protected. Inferred first 2 lines of the commodity specification record (CSPC).
Date Last Purchased	8	Protected. The date this item was last purchased. Maintained by the system.
Last Unit Price	7.4	Protected. The unit price paid the last time this item was purchased. Maintained by the system.
Most Recent Vendor	11	Protected. The vendor number identifying the vendor that last supplied this item. Maintained by the system.
Last Quantity	6.3	Protected. The quantity bought the last time this item was purchased. Maintained by the system.
Previous Vendor	11	Protected. The vendor number identifying the second most recent vendor to supply this item. Maintained by the system.
Last Unit of Measure	5	Protected. The unit of measure from the most recent purchase of this item. Maintained by the system.
Last Award Number	10	Protected. The number of the last award document that contained this item. Maintained by the system.
Last Award Line No	5	Protected. The line number on the last award document that corresponds to this line item. Maintained by the system.
Most Recent Agency	6	Protected. The number of the agency that last purchased this item. Maintained by the system.
Date 1st Purchased	8	Protected. The date of the first purchase of this item that was recorded in the system. Maintained by the system.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
FYTD No of Awards	5	Protected. The number of times that this item has been awarded in the current fiscal year. Maintained by the system.
Cum No of Purchases	5	Protected. The total cumulative number of purchases of this item to date. Maintained by the system.
Prior FY No of Awds	5	Protected. The number of times that this item was awarded in the prior fiscal year. Maintained by the system.
Jan	9.2	Protected. The sum of the values of all awards for this item made during the most recent January.
Feb	9.2	Protected. The sum of the values of all awards for this item made during the most recent February.
Mar	9.2	Protected. The sum of the values of all awards for this item made during the most recent March.
Apr	9.2	Protected. The sum of the values of all awards for this item made during the most recent April.
May	9.2	Protected. The sum of the values of all awards for this item made during the most recent May.
Jun	9.2	Protected. The sum of the values of all awards for this item made during the most recent June.
Jul	9.2	Protected. The sum of the values of all awards for this item made during the most recent July.
Aug	9.2	Protected. The sum of the values of all awards for this item made during the most recent August.
Sep	9.2	Protected. The sum of the values of all awards for this item made during the most recent September.
Oct	9.2	Protected. The sum of the values of all awards for this item made during the most recent October.
Nov	9.2	Protected. The sum of the values of all awards for this item made during the most recent November.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Dec	9.2	Protected. The sum of the values of all awards for this item made during the most recent December.
MTD	9.2	Protected. The value of all awards for this item made for the current month to date.
QTD	9.2	Protected. The value of all awards for this item made for the current quarter to date.
YTD	9.2	Protected. The value of all awards for this item made in the current calendar year to date.
FYTD	9.2	Protected. The value of all awards for this item made in the current fiscal year to date.
FYTD Deleg Awd	9.2	Protected. The value of all awards for this item made through delegated purchase authority in the current fiscal year to date.

**CPUR****Commodity Purchase Agency Table**

ENTER FUNCTION: .....		TRANS: CPUR		DATE:	
COMMODITY PURCHASE AGENCY TABLE				TIME:	
KEY IS COMMODITY NUMBER AND PURCHASE AGENCY				TERM:	
COMMODITY NUMBER...: ... ..					
DESCRIPTION.....:					
PURCH		USERID	DATE		
AGENCY	AGENCY NAME	LAST CHG	LAST CHG		
.....	:				
.....	:				
.....	:				
.....	:				
.....	:				
.....	:				
.....	:				
.....	:				
.....	:				
.....	:				
.....	:				
.....	:				
.....	:				

**Purpose**

The purpose of the Commodity Purchase Agency Table is to provide the user the capability to create and maintain a Commodity Purchase Agency Table record by identifying those agencies that are authorized purchase agencies for a specified commodity. Functions are add, delete, and inquire. Access is granted to those users with proper security.

**Screen****Characteristics**

Add, Delete and Inquire Commodity Purchase Agency Table.

**Procedure****Cross-Reference**

Chapter 2 Commodity Database Maintenance;

- 7.1 Add Commodity Purchase Agency Table
- 7.2 Delete Commodity Purchase Agency Table
- 7.3 Inquire Commodity Purchase Agency Table

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Commodity Number	11	Unprotected. Key. Required for add. Must be key to a valid/active record in the COMM table. If left blank on inquiry, the system will return with the first record in the database.
Description	2x40	Protected. Inferred first two lines of commodity description from CSPC.
Purchase Agency	12x6	Unprotected. Required for add. Must be key to a valid/active record in the AGCY Table. Agency Type must be 3, 4 or 7. If left blank on inquiry, system will display the first purchasing agency in the database for the specified commodity number.
Agency Name	12x35	Protected. Inferred agency name from the AGCY Table.
USERID Last Chg	12x8	Protected. USERID of the last user to change this record.
Date Last Chg	12x8	Protected. Date of the last change to this record.

```

ENTER FUNCTION: ..... TRANS:  CSPC

COMMODITY DESCRIPTION TABLE
KEY IS COMMODITY NUMBER

COMMODITY NUMBER...: ... ..
MAINTAINING AGENCY.:      :
STATUS CODE.....:      :
DATE SPEC LAST CHG.:
COPY DESCRIPTION...: . FROM COMMODITY NBR: ... ..
TEXT ACTION.....: . LINE NUMBER: 9999 LINE TOTAL:

      TYPE      -----1-----2-----3-----4
      .
      .
      .
      .
      .
      .
      .

```

**CSPC****Commodity Description Table****Purpose**

The purpose of the Commodity Description Table is to provide the user with the ability to add, change, delete and inquire commodity specifications for commodity numbers. This table is utilized to add descriptions after the commodity number has been created with the COM2 screen. This text will print on solicitations, orders, contracts, and contract release orders for this commodity item unless replaced by a commodity description modification. Security is limited to the commodity maintaining agency.

**Screen****Characteristics**

Add, Change, Delete/Insert and Inquire Commodity Description Table.

**Procedure****Cross-Reference**

Chapter 2 Commodity Database Maintenance;

- 2.1 Add Commodity Description Table
- 2.2 Change Commodity Description Table
- 2.3 Delete/Insert Commodity Description Table
- 2.4 Inquire Commodity Description Table

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Commodity Number	11	Unprotected. Key. Required for add. Specifies the commodity number for which the specification will be generated or viewed.
Maintaining Agency	6	Protected. Specifies the agency responsible for the specification which will be generated or viewed. Obtained from the COMM record.
Agency Title	35	Protected. Inferred title of the agency from the AGCY table.
Status Code	1	Protected. The status code of the commodity number from the COMM table. On an add the status code must be other than active.
Status Code Title	30	Protected. Inferred interpretation of the status code from BTAB Table CS. (Status Code - Commodity).
Date Spec Last Chg	8	Protected. Display of date the text record was last update/changed.
Copy Description	1	Unprotected. Used to indicate if this commodity description is to be copied from an existing commodity description. System defaults to 'N'. Must be 'Y' or 'N'.
From Commodity Nbr	11	Unprotected. Used to identify the commodity number from which the commodity description will be copied. Must be input if 'Copy Description' is 'Y'. Must be blank if 'Copy Description' is 'N'.
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are:  T - Top B - Bottom U - Page up D - Page down R - Relative. I - Insert X - Delete
Line Number	4	Unprotected. Used with text action 'R' to indicate the relative number of lines to scroll.



**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Line Total	4	Protected. Indicates the total number of lines associated with this text file. Maintained by the system.
Type	1	<p>Unprotected. Required for add. This is the specification type code. These codes correspond with the level to which the user is describing the commodity number. The valid Type codes are:</p> <p>A - Class level Specification B - Sub-Class Specification C - Item Level Specification D - Extended Description for Item Level E - Packing and Shipping Instructions for Item Level F-Z - User Defined for Item Level</p> <p>NOTE: The alphabetic sequence of the type codes must be maintained, i.e. 'D' must come before 'E' when adding text lines.</p>
Text Line	40	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

**CSP2      THIS SCREEN NO LONGER AVAILABLE**

```
ENTER FUNCTION:  .... TRANS:  CSP2
COMMODITY DESCRIPTION TABLE #2
KEY IS COMMODITY NUMBER
DATE:
TIME:
TERM:

COMMODITY NUMBER...:  ... ..
MAINTAINING AGENCY.:  :
STATUS CODE.....:  :
DATE SPEC LAST CHG.:
SCROLL ACTION.....:  LINE NUMBER:  LINE TOTAL:

ACT   TYPE   -----1-----2-----3-----4
..
..
..
..
..
..
..
..
..
..
```

**Purpose**

The purpose of the Commodity Description Table #2 is to provide the user with the ability to insert or delete lines of specification from the Commodity Specification Table #1 (CSPC). Access to this table can only be achieved by leafing from CSPC. When appropriate action has been indicated, the system will automatically return to CSPC upon depressing enter key to process the indicated action. Exit action can only be accomplished by using action code 'C' (change) to return to the CSPC screen, or action code 'E' (end) to exit the system.

**Screen****Characteristics**

Delete/Insert Commodity Description Table.

**Procedure****Cross-Reference**

Chapter 2 Commodity Database Maintenance;

2.3 Delete/Insert Commodity Description Table.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Commodity Number	11	Protected. Key. Specifies the commodity number for which the specification will be changed.
Maintaining Agency	6	Protected. Specifies the agency number for which specification will be changed.
Agency Title	35	Protected. Inferred title of the agency from the AGCY table.
Status Code	1	Protected. The status code of the commodity number.
Status Code Title	30	Protected. Inferred interpretation of the status code from BTAB Table CS (Status Code - Commodity).
Date Spec Last Chg	8	Protected. Display of date the text record was last update/changed.
Scroll Action	1	Protected. The scroll action code carried forward from the CSPC screen.
Line Number	4	Protected. The line number field carried forward from the CSPC screen.
Line Total	4	Protected. Indicates the total number of lines associated with this Specification file.
Act	2	Unprotected. 'I' indicates insertion which will occur after the line. 'D' is used to indicate delete. 'D' followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Type	1	Protected. Implied commodity description text type code from CSPC screen.
Specification Text	40	Protected. A display of text carried forward from the CSPC screen. Any change action will cause the screen to return to CSPC with the appropriate action taken.

# CSTA

## Commodity by Status Code

[illegible]

## Purpose

The purpose of the Commodity by Status Code table is to provide the user the ability to inquire the Commodity database by commodity status code. Should further detail information be desired the user can leaf to the COMM table.

## Screen

## Characteristics

Inquire COMM Table.

## Procedure

## Cross-Reference

Chapter 2 Commodity Database Maintenance;

### 15.1 Inquire Commodity Database Records.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Status	1	Unprotected. Key. Required. This indicator describes the current status of this commodity.
Status Title	30	Protected. The interpretation of the Status Code from BTAB Table 'CS'.
Commodity Number	11	Unprotected. Key. Required. Specifies the commodity at the class/sub-class/item level, at the status code requested.
Description	40	Protected. The first line of the description of the commodity.

# CSVA

## Supplying Vendor - Multiple Classes

```

ENTER FUNCTION: ..... TRANS: CSVA

SUPPLYING VENDOR - MULTIPLE CLASSES
KEYS ARE CLASS/SUBCLASS AND VENDOR, AND CLASS/SUBCLASS, VENDOR AND AREA/REGION

VENDOR NUMBER.....: ..... .. :

CLASSES/SUBCLASSES: .... ..      .... ..      .... ..      .... ..      .... ..
                    .... ..      .... ..      .... ..      .... ..      .... ..
                    .... ..      .... ..      .... ..      .... ..      .... ..
                    .... ..      .... ..      .... ..      .... ..      .... ..
                    .... ..      .... ..      .... ..      .... ..      .... ..
                    .... ..      .... ..      .... ..      .... ..      .... ..
                    .... ..      .... ..      .... ..      .... ..      .... ..
                    .... ..      .... ..      .... ..      .... ..      .... ..
                    .... ..      .... ..      .... ..      .... ..      .... ..
                    .... ..      .... ..      .... ..      .... ..      .... ..

AREAS/REGIONS.....: .... ..      .... ..      .... ..      .... ..      .... ..
                    .... ..      .... ..      .... ..      .... ..      .... ..

```

## Purpose

The purpose of the Supplying Vendor - Multiple Classes screen is to provide the user with the capability of registering a vendor as a supplier for multiple classes/sub-classes. In addition the vendor can be added to multiple geographic bid regions. Access is granted only to those users with the proper authority to maintain the record.

## Screen

## Characteristics

Add Supplying Vendor Table and Geo Bid Code by Vendor Number records.

## Procedure

## Cross-Reference

## Chapter 2 Commodity Database Maintenance;

## 9.2 Add Supplying Vendor - Multiple Classes.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Vendor Number	11	Unprotected. Key. Required for add. The number that identifies this vendor in the system.
Classes/Subclasses	50x5	Unprotected. Key. Required for add. The commodity class and subclass that describe the commodities for which the vendor is to be registered.
Areas/Regions	18x3	Unprotected. Key. Optional entry. The areas or regions in which this vendor wishes to supply the items belonging to the classes and subclasses listed above.

**CSV1      Commodity Supplying Vendor By Region Code Table**

```
ENTER FUNCTION: ..... TRANS: CSV1

SUPPLYING VENDOR BY REGION CODE
KEY IS COMMODITY CLASS/SUB-CLASS, REGION CODE AND VENDOR NUMBER

CLASS/SUBCLASS.....: ... .. :
REGION CODE.....: ... .. :

VENDOR / TELEPHONE      NAME / ADDRESS                      S   MW   E   #EMP   SUS/EXP
..... ..

..... ..
```

**Purpose**

The purpose of the Commodity Supplying Vendor By Region Code Table is to provide the user with inquiry capability showing basic information about the vendors registered against specific commodity classes/sub-classes within a region code. If detail information about the vendor is desired the user can leaf to CSV2. Access is granted only to those commodities that the user has security access.

**Screen****Characteristics**

Inquire Commodity Supplying Vendor Table.

**Procedure****Cross-Reference**

Chapter 2 Commodity Database Maintenance;

15.1 Inquire Commodity Database Records.



**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Class/Subclass	5	Unprotected. Key. The commodity class and sub-class that describe the commodities of interest. If left blank the system will return with first class/sub-class in the database.
Commodity Description	40	Protected. The commodity description is the first line in the CSPC table for the entered class/sub-class.
Region Code	3	Unprotected. Key. The code that describes the region of interest. If left blank, will return first region for class/sub-class in the database.
Region Code Title	30	Protected. The region code description is 30 characters of interpretation from BTAB Table GC (GEO Bid Code).
Vendor	11	Unprotected. Key. The number that identifies this vendor in the system. If left blank the system will return with the first three vendor numbers registered against this class/sub-class.
Vendor Name	30	Protected. The name of this vendor as interpreted from the VEND table.
Telephone	14	Protected. The area code and telephone number for this vendor as found in the VEND table.
S (Company Size Ind)	2	Protected. Reflects the company size type code from the VEND table. This field will only display indicators that denote company size, interpretation can be found on the BTAB Table CZ.
MW (Minority/Woman Ownership Ind)	2	Protected. Reflects the type of business ownership from the VEND table.
E (Ethnicity)	1	Protected. Reflects the ethnicity code from the VEND table.
# Emp	6	Protected. Reflects the number of employees from the VEND table.
Sus/Exp Date	2x8	Protected. Reflects the dates that the vendor was suspended and that his active status expired, if applicable.
Address	2x25	Protected. Reflects the address of the vendor as interpreted from the VADR table (address type 2). If address type 2 is not found the system will substitute address type 1.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Vend Stat	1	Protected. Reflects the status of the vendor as interpreted from the VEND table.
City	15	Protected. Reflects the city of the vendor as interpreted from the VADR table.
State	9	Protected. Reflects the state of the vendor as interpreted from the VADR table.
Contact	35	Protected. Reflects the contact of the vendor as interpreted from the VADR table.

## CSVN

## Commodity Supplying Vendor Table #1

```

ENTER FUNCTION: ..... TRANS: CSVN
COMMODITY SUPPLYING VENDOR TABLE #1
KEY IS COMMODITY CLASS/SUB-CLASS AND VENDOR NUMBER
CLASS/SUBCLASS.....: ... .. :
DATE:
TIME:
TERM:

VENDOR / TELEPHONE      NAME / ADDRESS      CM  S  MW  E  #EMP  SUS/EXP
CERT FROM  CERT TO

.....
- - -
VEND STAT:
SPO BID..:

.....
- - -
VEND STAT:
SPO BID..:

```

**Purpose**

The purpose of the Commodity Supplying Vendor Table #1 is to provide the user with inquiry capability showing basic information about the vendors registered against specific commodity classes/sub-classes. If detail information about the vendor is desired the user can leaf to CSV2. Access is granted only to those commodities that the user has security access.

**Screen****Characteristics**

Inquire Commodity Supplying Vendor Table.

**Procedure****Cross-Reference**

Chapter 2 Commodity Database Maintenance;

15.1 Inquire Commodity Database Records.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Class/Subclass	5	Unprotected. Key. The commodity class and sub-class that describe the commodities of interest. If left blank the system will return with first class/sub-class in the database.
Commodity Description	2x40	Protected. The commodity description is the first two lines in the CSPC table for the class/sub-class input.
Vendor	11	Unprotected. Key. The number that identifies this vendor in the system. If left blank the system will return with the first three vendor numbers registered against this class/sub-class.
Telephone	14	Protected. The area code and telephone number for this vendor as found in the VEND table.
Name	30	Protected. The name of this vendor as interpreted from the VEND table.
CM (Certified Minority)	1	Protected. Reflects certified minority status of the vendor from the CSVN table.
S (Small Business Ind)	1	Protected. Reflects the business type code from the VEND table. This field will only display indicators that denote small business.
M (Minority Ind)	1	Protected. Reflects the type of business ownership (Minority) from the VEND table.
W (Woman Ownership)	1	Protected. Reflects the type of business ownership (Woman) from the VEND table.
E (Ethnicity)	1	Protected. Reflects the ethnicity code from the VEND table.
# Emp	6	Protected. Reflects the number of employees from the VEND table.
Sus/Exp Date	2x8	Protected. Reflects the dates that the vendor was suspended and that his active status expired, if applicable.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Address	2x25	Protected. The address of the vendor as interpreted from the VADR table (address type 2). If address type 2 is not found the system will substitute address type 1.
Cert From	8	Protected. Minority certification "from" date for certified minority status of the vendor.
Cert To	8	Protected. Minority certification "to" date for certified minority status of the vendor.
Vend Stat	1	Protected. Displays the vendor status from the VEND table.
SPO Bid	1	Protected. State Purchasing Bid Status indicating whether or not a vendor will be included on State Purchasing bid lists. Calculated based on Vendor Status, CSVN Status and Fee Paid Indicator from the VEND Table.

**CSV2      Supplying Vendor Table #2**

```

ENTER FUNCTION:  .... TRANS:  CSV2
SUPPLYING VENDOR TABLE #2
KEY IS COMMODITY NUMBER AND VENDOR NUMBER

CLASS/SUB-CLASS NBR:  ... ..
DESCRIPTION.....:
VENDOR NUMBER.....:  ....
VENDOR NAME 1.....:
VENDOR NAME 2.....:
STATUS CODE.....:  .      :
STATUS CHANGE DATE.:          SETUP DATE.....:
CERTIFIED MINORITY.:  .      FROM PERIOD: 99/99/99   TO PERIOD: 99/99/99
PURGE CODE.....:  ..      :
LAST SOLICITATION..:          SOLICITATION NUMBER:
LAST BID RECEIVED..:          LAST NOTICE PRINTED:
USER ID LAST CHANGE:          DATE LAST CHANGED..:

```

**Purpose**

The purpose of the Supplying Vendor Table #2 is to provide the user with the capability of adding a vendor as a supplying vendor for a commodity class/sub-class and for changing, inquiring, or deleting CSVN records. Access is granted only to those commodity records for which the user has security access.

**Screen****Characteristics**

Add, Change, Delete and Inquire Commodity Supplying Vendor Table.

**Procedure****Cross-Reference**

Chapter 2 Commodity Database Maintenance;

- 8.1 Add Commodity Supplying Vendor Table
- 8.3 Change Commodity Supplying Vendor Table
- 8.4 Delete Commodity Supplying Vendor Table
- 8.5 Inquire Commodity Supplying Vendor Table

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Class/Subclass Nbr	5	Unprotected. Key. Required for add. The commodity class and subclass that describes the commodity of interest. If left blank the system will return with the first class/sub-class record in the database. If input the system will return with the specified record.
Description	40	Protected. Inferred first line of the commodity description from the CSPC record for the input class/sub-class.
Vendor Number	11	Unprotected. Key. Required for add. If the function is add the vendor number must be a valid active entry in the VEND table. The number that identifies this vendor in the system.
Vendor Name 1	30	Protected. Inferred first line of the name of the vendor from the VEND table.
Vendor Name 2	30	Protected. Inferred second line of the name of the vendor from the VEND table. It is used for vendors with names in excess of thirty characters.
Status Code	1	Unprotected. Required for add. This code describes the current status of this vendor as a supplying vendor. Must be '0' for add. Should be reset to active after record has been added and reviewed.
Status Code Title	30	Protected. Inferred interpretation of the status code from BTAB Table SV (Supplying Vendor Status Code).
Status Change Date	8	Protected. This is the date that the last change was made to this status code. This is a system maintained field.
Setup Date	8	Protected. This is the date this supplying vendor record was established in the system.
Certified Minority	1	Unprotected. Optional entry. This indicator describes whether this vendor has been determined to be a certified minority. Valid entries are 'Y' and 'N'.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
From Period	8	Unprotected. Optional entry. Required if Certified Minority is Y. Must be a valid date (MM/DD/YY). Used to indicate the starting date of minority certification for that vendor for that commodity sub-class.
To Period	8	Unprotected. Optional entry. Required if Certified Minority is Y. Must be a valid date (MM/DD/YY). Used to indicate the ending date of minority certification for that vendor for that commodity sub-class.
Purge Code	2	Unprotected. Optional entry. This code describes the current status of this supplying vendor record with respect to the purge criteria. If the function is add this code must not be input. Must be a valid entry in BTAB Table PC (Purge Code).
Purge Code Title	30	Protected. Inferred interpretation of the purge code from BTAB Table PC (Purge Code).
Last Solicitation	8	Protected. The date of the last solicitation for this commodity number.
Solicitation Number	10	Protected. The number of the last Solicitation document for this class/sub-class for this vendor.
Last Bid Received	8	Protected. The date on which the last bid was received for this class/sub-class for this vendor.
Last Notice Printed	8	Protected. The date the last notice of award for this class/sub-class for this vendor was issued.
User ID Last Change	4	Protected. The user ID of the last user to change this record. This is a system maintained field.
Date Last Changed	8	Protected. The date of the last change for this record. This is a system maintained field.



**CSV3      Supplying Vendor Table #3**

```
ENTER FUNCTION: ..... TRANS: CSV3                                DATE :
SUPPLYING VENDOR TABLE #3                                       TIME :
KEY IS COMMODITY NUMBER AND VENDOR NUMBER                       TERM :

CLASS/SUBCLASS.....: ... ..
DESCRIPTION.....:
VENDOR NUMBER.....: ..... ..
VENDOR NAME 1.....:
VENDOR NAME 2.....:

1ST NO RESP.....: SOLICITATION NUMBER:
2ND NO RESP.....: SOLICITATION NUMBER:
3RD NO RESP.....: SOLICITATION NUMBER:

1ST MASTER BID RETURN CODE: :
2ND MASTER BID RETURN CODE: :
3RD MASTER BID RETURN CODE: :
```

**Purpose**

The purpose of the Supplying Vendor Table #3 is to provide the user with the ability to inquire the commodity database and display a vendor's 'No Response/No Bid' status for a commodity class/sub-class. Access is limited to those commodity class/sub-class records for which the user has security access.

**Screen****Characteristics**

Inquire Commodity Supplying Vendor Table.

**Procedure****Cross-Reference**

Chapter 2 Commodity Database Maintenance;

15.1 Inquire Commodity Database Records.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Class/Subclass	5	Unprotected. Key. The commodity class and sub-class that describe the commodities of interest. If left blank the system will return with the first class/sub-class record in the database. If input the system will return with the class/sub-class record specified
Description	40	Protected. Inferred first line of the class/sub-class description from the CSPC record.
Vendor Number	11	Unprotected. Key. The number that identifies this vendor in the system. If left blank the system will return with the first vendor number registered for the class/sub-class.
Vendor Name 1	30	Protected. Inferred first line of the name of the vendor from the VEND table.
Vendor Name 2	30	Protected. Inferred second line of the name of the vendor from the VEND table. It is used for vendors with names in excess of thirty characters.
1st No Resp/(No Bid)	8	Protected. Date of the first solicitation for this class/sub-class which this vendor received but returned a 'No Bid' or did not respond.
Solicitation Number	10	Protected. The number of the first solicitation document for this class/sub-class which this vendor received but returned 'No Bid' or did not respond.
2nd No Resp/(No Bid)	8	Protected. Date of the second solicitation for this class/sub-class which this vendor received but returned 'No Bid' or did not respond.
Solicitation Number	10	Protected. The number of the second solicitation document for this class/sub-class which this vendor received but returned 'No Bid' or did not respond.
3rd No Resp/(No Bid)	8	Protected. Date of the third solicitation for this class/sub-class which this vendor received but 'No Bid' or did not respond.
Solicitation Number	10	Protected. The number of the third solicitation document for this class/sub-class which this vendor received but 'No Bid' or did not respond.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
1st Master Bid Return Code	2	Protected. This code describes the vendor's response to the first solicitation for this class/sub-class.
Bid Return Code Title	30	Protected. Inferred interpretation of the code from BTAB Table MR (Master Bid Return Code).
2nd Master Bid Return Code	2	Protected. This code describes the vendor's response to the second solicitation for this class/sub-class.
Bid Return Code Title	30	Protected. Inferred interpretation of the code from the BTAB type Table MR (Master Bid Return Code).
3rd Master Bid Return Code	2	Protected. This code describes this vendor's response to the third solicitation for this class/sub-class.
Bid Return Code Title	30	Protected. Inferred interpretation of the code from BTAB Table MR (Master Bid Return Code).

**CTYP****Commodities by Description Type Table**

ENTER FUNCTION: ..... TRANS: CTYP

COMMODITIES BY DESCRIPTION TYPE TABLE  
KEY IS TYPE, DESCRIPTION AND COMMODITY NUMBER

TYPE	DESCRIPTION	CLASS	SUB	ITEM
.	.....	...	..	.....
.	.....	...	..	.....
.	.....	...	..	.....
.	.....	...	..	.....
.	.....	...	..	.....
.	.....	...	..	.....
.	.....	...	..	.....
.	.....	...	..	.....
.	.....	...	..	.....
.	.....	...	..	.....
.	.....	...	..	.....
.	.....	...	..	.....
.	.....	...	..	.....
.	.....	...	..	.....
.	.....	...	..	.....

**Purpose**

The purpose of the Commodities by Description Type Table is to provide the user with the capability to inquire commodity numbers by specification type and first Line of the description for that commodity number.

**Screen****Characteristics**

Inquire Commodity Description Table.

**Procedure****Cross-Reference**

Chapter 2 Commodity Database Maintenance;

15.1 Inquire Commodity Database Records.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Type	1	Unprotected. Key. If left blank the system will return with the first type code in the database.
Description	40	Unprotected. Key. The first line of the specification for that commodity number. If left blank the system will return with the first specification line in the database for the type specified.
Class/Sub/Item	3/2/6	Unprotected. Key. If left blank the system will return with the first record in the database.

**CUOM****Commodity Unit of Measure Table #1**

```
ENTER FUNCTION: ..... TRANS: CUOM                                DATE:
UNIT OF MEASURE TABLE #1                                         TIME:
KEY IS COMMODITY NUMBER, UNIT OF MEASURE                          TERM:

COMMODITY NUMBER...: ... .. :
UNIT OF MEASURE....: ..... :

LAST VENDOR.....:
VENDOR NAME 1.....:
VENDOR NAME 2.....:
LAST UNIT PRICE....:
LAST QUANTITY.....:
LAST ORDER AMT.....:
DATE 1ST ORDER.....:
DATE LAST ORDER....:
FYTD QUANTITY.....:          PRIOR FY QUANTITY..:
FYTD AMOUNT.....:          PRIOR FY AMOUNT....:
FYTD AVG PRICE.....:          PRIOR FY AVG PRICE..:
```

**Purpose**

The purpose of the Commodity Unit Of Measure Table #1 is to provide the user with the ability to add, delete and inquire unit of measure table records for a commodity. Access is granted only to those commodity numbers for which the user has security access.

**Screen****Characteristics**

Add, Delete and Inquire Commodity Unit of Measure Table.

**Procedure****Cross-Reference**

Chapter 2 Commodity Database Maintenance;

- 4.1 Add Commodity Unit of Measure Table
- 4.2 Delete Commodity Unit of Measure Table
- 4.3 Delete Commodity Unit of Measure Table

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Commodity Number	11	Unprotected. Key. Required for add. The class, subclass, and item number that identifies the good or service of interest. If left blank on an inquiry the system will return with the first commodity number in the database. If input the system will return with the record specified. If function is add the commodity number must be valid in the COMM table and have a status code of '1'.
Commodity Title	40	Protected. Inferred first line of the commodity specification from the CSPC table.
Unit of Measure	5	Unprotected. Key. Required for add. Unit of measure by which this commodity is to be purchased. Must be a valid entry in BTAB Table UM (Unit Of Measure).
U/M Title	30	Protected. Inferred interpretation of the unit of measure from BTAB Table UM (Unit Of Measure).
Last Vendor	11	Protected. The number of the last vendor to supply this commodity in this unit of measure.
Vendor Name 1	30	Protected. Inferred first line of the name of the last supplying vendor for this commodity in this unit of measure.
Vendor Name 2	30	Protected. Inferred second line of the name of the supplying vendor. It is used for vendors with names in excess of thirty characters.
Last Unit Price	7.5	Protected. The unit price paid the last time this commodity was purchased at this unit of measure.
Last Quantity	6.3	Protected. The quantity bought the last time this commodity was purchased in this unit of measure.
Last Order Amt	9.2	Protected. The dollar amount of the last order of this commodity for this unit of measure.
Date 1st Order	8	Protected. The date of the first order of this commodity for this unit of measure.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date Last Order	8	Protected. The date of the last order containing this commodity for this unit of measure.
FYTD Quantity	6.3	Protected. The total quantity ordered for this commodity by this unit of measure for the current fiscal year To date.
Prior FY Quantity	6.3	Protected. The total quantity ordered for this commodity by this unit of measure for the prior fiscal year.
FYTD Amount	9.2	Protected. The total dollar value ordered for this commodity by this unit of measure for the current fiscal year to date.
Prior FY Amount	9.2	Protected. The total dollar value ordered for this commodity by this unit of measure for the prior fiscal year.
FYTD Avg Price	7.5	Protected. The average price paid for this commodity by this unit of measure for the current fiscal year to date.
Prior FY Avg Price	7.5	Protected. The average price paid for this commodity by this unit of measure for the prior fiscal year.



**CUO2****Commodity Unit of Measure Table #2**

ENTER FUNCTION: .....		TRANS: CUO2	DATE:
UNIT OF MEASURE TABLE #2			TIME:
KEY IS COMMODITY NUMBER, UNIT OF MEASURE			TERM:
COMMODITY NUMBER...: ..... :			
UNIT OF MEASURE...: ..... :			
	AMOUNT	QUANTITY	
JANUARY.....:	.00	0.000	
FEBRUARY.....:	.00	0.000	
MARCH.....:	.00	0.000	
APRIL.....:	.00	0.000	
MAY.....:	.00	0.000	
JUNE.....:	.00	0.000	
JULY.....:	.00	0.000	
AUGUST.....:	.00	0.000	
SEPTEMBER.....:	.00	0.000	
OCTOBER.....:	.00	0.000	
NOVEMBER.....:	.00	0.000	
DECEMBER.....:	.00	0.000	

**Purpose**

The purpose of the Commodity Unit Of Measure Table #2 is to provide the user with the capability of inquiring the purchasing history of a commodity number unit of measure over the past calendar year on a month-to-month basis. Access is granted only to those commodity numbers for which the user has security access.

**Screen****Characteristics**

Inquire Commodity Unit of Measure Table.

**Procedure****Cross-Reference**

Chapter 2 Commodity Database Maintenance;

15.1 Inquire Commodity Database Records.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Commodity Number	11	Unprotected. Key. The class, subclass, and item number that identifies the good or service of interest. If left blank the system will return with the first commodity number in the database. If input the system will return with the commodity number specified.
Commodity Title	40	Protected. Inferred title of the commodity number from the COMM table.
Unit of Measure	5	Unprotected. Key. The unit of measure by which this commodity was purchased. If left blank the system will return with the first unit of measure for the commodity number specified. If input the system will return with the unit of measure specified if it is a valid record in the CUOM table.
Unit of Measure Title	30	Protected. Inferred interpretation of the unit of measure code from BTAB Table UM (Unit Of Measure).
Amount	9.2	Protected. The dollar value ordered for this commodity by this unit of measure in each month January - December.
Quantity	6.3	Protected. The quantity ordered for this commodity by this unit of measure in each month January - December.

**CVDR****Commodities by Supplying Vendor**

ENTER FUNCTION: .....		TRANS: CVDR	DATE:	
COMMODITIES BY SUPPLYING VENDOR TABLE			TIME:	
KEY IS VENDOR NUMBER AND COMMODITY CLASS/SUB-CLASS			TERM:	
VENDOR: ..... .. :				
CLASS	SUB	DESCRIPTION	STATUS	BUYER CODE
...	..			
...	..			
...	..			
...	..			
...	..			
...	..			
...	..			
...	..			
...	..			
...	..			
...	..			
...	..			

**Purpose**

The purpose of Commodities by Supplying Vendor is to provide the user with the capability to inquire a vendor number to determine which commodity numbers (class/sub-class) the vendor is currently registered against.

**Screen****Characteristics**

Inquire Commodity Supplying Vendor Table.

**Procedure****Cross-Reference**

Chapter 2 Commodity Database Maintenance;

15.1 Inquire Commodity Database Records.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor Number	11	Unprotected. Key. If left blank the system will return with the first vendor number in the database.
Vendor Name	30	Protected. Inferred first line of the vendor name from the VEND table.
Class	3	Unprotected. Key. If left blank with a valid vendor number the system will return with the first class for that vendor.
Sub	2	Unprotected. Key. If left blank the system will return with the first sub-class in the database for that Vendor.
Description	40	Protected. Inferred first line of the commodity specification for that class/sub-class from the CSPC table.
Status	1	Protected. The status of the supplying vendor for that class/sub-class from the corresponding CSVN record.
Buyer Code	2	Protected. Inferred assigned buyer code from the commodity table record for displayed commodity sub-class.